Residency Application Information

Please read the enclosed Board of Regents Articles carefully. If, after reading the articles, you feel that you are able to document that you have met the criteria, please complete the enclosed application, attach all documentation and information you wish to be considered in the decision and submit the packet (see Documentation and Submissions sections below).

Submission Process
The notarized, completed application with all supporting documentation should be returned to the Office of the University Registrar, The University of Kansas, 121 Strong Hall, Lawrence, KS 66045. The application will generally be reviewed within 14 business days. After review, the student will be emailed or mailed notification of the decision. When submitting your application, please pay attention to the following timetables:

Summer 2014:
- March 21, 2014: First day to apply for the Summer 2014 semester
- May 5, 2014: Priority date for correct Summer 2014 billing
- July 3, 2014: Last day to apply for the Summer 2014 semester

Fall 2014:
- June 12, 2014: First day to apply for the Fall 2014 semester
- July 5, 2013: Priority date for correct Fall 2014 billing
- September 25, 2014: Last day to apply for the Fall 2014 semester

Spring 2015:
- November 6, 2014: First day to apply for the Spring 2015 semester
- December 5, 2014: Priority date for correct Spring 2015 billing
- February 19, 2015: Last day to apply for the Spring 2015 semester

Payment of Tuition and Fees
The student is responsible for the payment of non-resident rates if the application has not been approved by the student's fee payment deadline. If resident classification is granted after tuition and fees have been paid, a refund will be generated automatically.

Required Documentation
Please see the following information:

Question 6: If not a United States citizen, documentation of immigration status is required.

Question 7: Documentation is required to verify physical residence for the 365 calendar days prior to the first day of classes for the semester you are requesting residency reclassification. Leases, housing contracts and/or rental agreements are not sufficient documentation. Examples of appropriate documentation are: statements from landlords, copies of each month's cancelled rent checks, copies of titles or deed, etc. If you have previously lived in Kansas and were a resident for tuition purposes and returned to Kansas within 60 months, you may be eligible for resident rates. If this is your situation, please complete the application and include documents verifying the time you previously lived in Kansas.

Question 11(f): Documentation is required for this question if you are single and under 18 years of age OR are still claimed as a dependent on your parent's tax return.

Question 12: Documentation required if question is answered yes.

Question 13: Documentation required if you are registered in Kansas.
Question 16: Twelve months refers to the 365-day period prior to the first day of classes for the semester in which you are applying. Documentation of all income listed is required. Include a copy of your most recent pay stub or W-2.

Question 17: Documentation of last state and federal tax returns required.

Question 18: Documentation required if the question is answered yes.

Question 20(a): Documentation required.

Question 21: Documentation required if issued in Kansas.

**Classification Procedures:**
The Kansas Board of Regents governs tuition classification. Classification is a complex process, which can require extensive documentation. Please read the application carefully. Be certain to answer all questions and to attach all requested documentation (see Documentation section above). Failure to complete the application properly can delay a decision in your case, result in an inaccurate decision and may invalidate your application. In reviewing the application, the Office of the University Registrar considers the individual situation as presented on the application, and assesses it in relation to the Board of Regents articles. The burden of proof, as represented in documentation attached to the application, lies upon the student. This burden includes provision of convincing evidence of intent to remain in Kansas indefinitely after attendance at the University of Kansas. A decision will generally be reached within 14 business days after an application has been submitted. The student will be notified via email or mail when a decision has been reached.

**Appeal Procedures:**
If the application is denied, the student has 30 days from the date of the denial letter to submit an appeal to the Residence Appeal Committee. An appeal form will be provided with the denial letter. The committee is made up of 3-5 staff and faculty members of the University who meet periodically to review outstanding appeals. The Committee follows Kansas Board of Regents residency regulations. Appeal dates can be determined by contacting the Fees Specialist in the Office of the University Registrar and appeals should be submitted to the Office of the University Registrar in 121 Strong Hall. The Committee meeting is an open public meeting and the student who submits an appeal to the committee will be notified of the time and date of the appeals meeting. The decision reached by the Residence Appeals committee is the final determination made by the University of Kansas. If the appeal is denied, the student has 30 days from the date the denial letter is received to file an appeal with District Court.

For complete details, please see the Residency Brochure.

If you have questions, please contact:
Residency and Fees
Office of the University Registrar
1450 Jayhawk Blvd., 121 Strong Hall
Lawrence, Kansas 66045-1910
(785) 864-4472
Required Documentation Checklist

For residency applications

1. Documentation of your physical residence in Kansas for the preceding 365 days.
   Include ONE of the following:
   a) letter from landlord(s)
   b) copies of rent checks/receipts for the past 12 months
   c) copy of deed/mortgage

   A lease is NOT sufficient

2. Include documentation for ALL of the income you listed on Question 16a. For example: you may include copies of paychecks, W2's, financial aid award letters or financial aid transcripts.

3. Include copies of your
   A. Kansas driver's license
   B. Car registration
   C. Voter Registration
   D. Most recent state and federal income tax
   E. Resident Alien Card OR Visa and I-94 (non-US citizens only)

   Please do NOT submit original supporting documentation. Please include copies of supporting documentation. We will NOT return any portion of your application. Your application will remain on file in our office. Your application will be kept confidential and will be destroyed in 5 years.
   Please fill out the form COMPLETELY. Be sure to fill out Questions 16a and 16b COMPLETELY.
   Be sure and have the form NOTARIZED on the back of the last page. Notaries are available in Strong Hall and can also be found at local banks. Please call 785-864-4472 if you would like assistance in finding a notary public.
   Feel free to include any additional documentation you feel will help support your application for Kansas residency.
   Please make a photocopy of your entire application and keep it for your records. We will not return your application.
KANSAS BOARD OF REGENTS  
APPLICATION FOR RESIDENT CLASSIFICATION FOR FEE PURPOSES  
READ CAREFULLY AND ANSWER FULLY:  
If more space is needed for any answers, please use an additional sheet of paper.

1. Full legal name ______________________________________________________________________________
   Last Name    First    Middle    KUID/EMPLID    Social Sec # ____________________________

   Other Names, if any, under which you have been enrolled or employed: ______________________________________

2. Current Address ______________________________________________________________________________
   (while attending this institution) STREET AND NUMBER or RURAL ROUTE (a P.O. BOX IS NOT SUFFICIENT) PHONE
   ___________________________ ___________________________ ___________________________
   CITY    STATE    ZIP

3. Permanent Address __________
   STREET AND NUMBER or RURAL ROUTE CITY    STATE    ZIP

4. For which semester are you applying for residency? __________________________
   __________________________
   SEMESTER    YEAR

   Have you previously applied for residency at a Kansas Regents institution? ☐ Yes ☐ No
   If Yes, indicate institution and year you applied. ________________________________________________

   Have you read the accompanying regulations pertaining to Residence for Fee Purposes? ☐ Yes ☐ No

5. Date of birth __________________________
   Place of birth__________________________
   Month    Date    Year    State or Country

6. Are you a CITIZEN of the United States? ☐ Yes ☐ No
   If NO, have you been granted Immigrant or Permanent Resident status by the U.S. Immigration & Naturalization Service?
   ☐ Yes ☐ No
   If NO, indicate type of VISA _____________________ If YES, attach a copy of your Alien Registration card.

7. When did your current period of physical presence in Kansas begin? _________________________________
   Month    Day    Year

   Have you lived in Kansas continuously since this date? ☐ Yes ☐ No

8. Where did you live before moving to Kansas (before the date above)?
   __________________________________________ from ______________ to ______________
   CITY/STATE/COUNTRY    MONTH/YEAR    MONTH/YEAR
   __________________________________________ from ______________ to ______________
   CITY/STATE/COUNTRY    MONTH/YEAR    MONTH/YEAR
   __________________________________________ from ______________ to ______________
   CITY/STATE/COUNTRY    MONTH/YEAR    MONTH/YEAR
   __________________________________________ from ______________ to ______________
   CITY/STATE/COUNTRY    MONTH/YEAR    MONTH/YEAR

9. Where did you spend the previous summer (June thru August—provide specific dates)
   __________________________________________ from ______________ to ______________
   CITY/STATE/COUNTRY    MONTH/YEAR    MONTH/YEAR
   __________________________________________ from ______________ to ______________
   CITY/STATE/COUNTRY    MONTH/YEAR    MONTH/YEAR
   __________________________________________ from ______________ to ______________
   CITY/STATE/COUNTRY    MONTH/YEAR    MONTH/YEAR

10. Marital Status: _________________
    If married, provide the following:
    Date of marriage ____________
    Legal name of spouse ____________________________________________
    Month    Date    Year    Last    Maiden/Birth    First    Middle
    Complete CURRENT address and telephone number of spouse __________________________________________
    Street/Number/Apt/Rural Route    City/State/Zip Code    Area Code and Phone Number

   You may be required to provide a copy of your marriage certificate
11. **PARENTAL INFORMATION:** (Required if you are single and under 18 years of age OR are still claimed as a dependent on your parent’s tax return, recommended if you are single and one or more of your parents reside in Kansas)

   a. Father’s full legal name ________________________________ Address (city, state, country) ______________________
   
   b. Mother’s full legal name ________________________________ Address (city, state, country) ______________________
   
   c. If your parents are divorced, which parent had legal custody of you? ____________________________________________
   
   d. From which parent do you receive the preponderance of your support? __________________________________________
   
   e. If neither parent is living, or if you have a guardian, give the full name and address of guardian ______________________

   If requested, a certified copy of the court order establishing custody or guardianship must be presented. Guardianships established for the sole or main purpose of qualifying the ward for resident fees will not be honored.

   f. Did your parents or guardian file a Kansas State Resident Income tax return for the last year? □ Yes □ No

12. Have you been licensed or certified to practice a profession in Kansas? (doctor, lawyer, nurse, teacher, etc)
   □ Yes (identify which one) ______________________________ □ No

13. Where are you currently registered to vote? (city and state) ______________________________________________________

   When did you last register to vote in Kansas? ______________________________

14. List all colleges you have attended in the last five years, with dates of attendance, credit hours earned, and student resident status (for fees) at each institution:

<table>
<thead>
<tr>
<th>Institution</th>
<th>From: month/year</th>
<th>To: month/year</th>
<th>Credit Hours Earned</th>
<th>Fee Status Resident or Non Resident</th>
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15. **EMPLOYMENT RECORD:** List all employment since your latest period of residence in Kansas began (latest employment first, list periods of full-time and part-time employment with the same company separately):

<table>
<thead>
<tr>
<th>Company Name</th>
<th>Address (street &amp; no., city, state)</th>
<th>Dates: from: to:</th>
<th>Number of hours per week?</th>
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16. **FINANCIAL SUPPORT and EXPENSES**

a. **Financial Support**: List all financial support for the past twelve months. Include scholarships, loans, grants, employment, personal savings, interest, governmental benefits, monetary gifts, spousal contribution, etc.

Provide documentation of all support listed below: current Kansas income tax returns, bank statements, current pay stubs, financial aid offers, trust, stock, mutual fund documents, statement of support by friends, family or relatives, etc.

<table>
<thead>
<tr>
<th>Source of Support</th>
<th>Address</th>
<th>Dates:</th>
<th>Total Dollar Amount</th>
</tr>
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</table>

**TOTAL INCOME $________________**

b. **Expenses**: list all expenses for the past twelve months:

Note: If you share expenses, list only your portion of these expenses.

- **Housing per month** ____________________________ Total for past 12 months $ _____________________
- **Food costs per month** ____________________________ Total for past 12 months $ _____________________
- **Phone/electric/gas etc. per month** ____________________________ Total for past 12 months $ _____________________
- **Health care/insurance per month** ____________________________ Total for past 12 months $ _____________________
- **Vehicle and transportation per month** ____________________________ Total for past 12 months $ _____________________
- **Clothing/laundry/entertainment per month** ____________________________ Total for past 12 months $ _____________________

<table>
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<tr>
<th>Tuition and fees per term:</th>
<th>Summer</th>
<th>Fall</th>
<th>Spring</th>
<th>Total</th>
</tr>
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</table>

<table>
<thead>
<tr>
<th>Books &amp; supplies per term:</th>
<th>Summer</th>
<th>Fall</th>
<th>Spring</th>
<th>Total</th>
</tr>
</thead>
</table>

You may be required to provide documentation to substantiate all listed expenses.

**TOTAL EXPENSES $________________**

c. **Do you have health insurance?** □ Yes □ No

If YES, who pays the cost?

If NO, who pays the cost of your health care?

You may be required to provide documentation to substantiate all listed expenses.

17. **With what state did you file your last STATE income tax return?** ________________________________

<table>
<thead>
<tr>
<th>Year and State</th>
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(Submit a copy of your last federal and state income tax returns)

18. **Were you claimed as a dependent on another person’s last federal income tax return?** □ Yes ______ □ No ______

<table>
<thead>
<tr>
<th>Year</th>
</tr>
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</table>

Who (name) __________________________________________ Relationship to you __________________________

Complete Address ______________________________________

(Submit a copy of page 1 of this person’s last federal and state income tax returns)

19. **Was Kansas personal property tax paid on the vehicle you currently own or drive?**

20. Provide information concerning the present license plate on the vehicle you own or drive.
   a. ____________________________  ____________________________  __________
      State                       License Plate Number           Date Plate Obtained
   b. ____________________________________________
      Vehicle owned by whom?
   c. □ No vehicle in my possession

21. What state issued your current driver’s license? _________ License No._____________  Date Issued _________

22. Why did you come/return to Kansas?
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

23. Other than being physically present in Kansas, what relationships or obligations connect you to the state, making it your
permanent home?
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

24. How long do you plan to remain in Kansas? __________________________________________________________________
_ __________________________________________________________________

25. What are your vocational plans after your academic work here is completed? ________________________________________
___________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

If you feel that there are other pertinent facts not covered by any of the previous questions/answers, please write them on a
separate sheet of paper and attach it to this form.

I CERTIFY THAT THE INFORMATION GIVEN ON THIS APPLICATION IS CORRECT. I UNDERSTAND THAT
FALSIFIED INFORMATION CAN RESULT IN FINANCIAL OBLIGATION (NON-RESIDENT FEES) TO, AND
DISMISSAL FROM, THIS INSTITUTION AND THAT MAKING A FALSE WRITING IS A FELONY UNDER KANSAS
LAW (K.S.A 21-3711). I ALSO UNDERSTAND THAT INFORMATION FROM MY APPLICATION FOR ADMISSION AND
OTHER UNIVERSITY RECORDS WILL BE CONSIDERED A PART OF THIS APPLICATION.

Date: ______________________  Signature _______________________________________________________________
         (IN THE PRESENCE OF A NOTARY PUBLIC)

NOTARIZATION:
Subscribed and sworn to/affirmed before me this ______day of ________, 20______, at ______________________
     City
Notary Signature ___________________________  MY APPOINTMENT EXPIRES: __________________

Return to: University Registrar-University of Kansas, 1450 Jayhawk Blvd, Room 121 Strong Hall, Lawrence, KS 66045-7535